

## **Form 990-N (e Postcard) Procedure**

The web site for filing is: <http://epostcard.form990.org/>

The IRS has contracted with the “Urban Institute” to handle the filing of the form. If you require support, look for the “SUPPORT” tab on the web site.

Your organization must have an EIN (Employee Identification Number) issued by the IRS before filing. The EIN number is required by banks when opening a savings or checking account.

1. Select “Step 1: Register as a new user”
2. After reading information, click on “Next>>” button
3. Enter you organization’s (council or assembly) EIN number. The default Login ID Type of “Exempt Organization” is correct, click on “Next>>” button
4. If you receive an “Error” message and you have entered the number correctly, then proceed to step 5
5. Contact Kim in the Supreme Office Legal Department @ 1-203-772-2130, extension 4362.  
She will ask for the following information:
  - a. Your name and telephone number
  - b. The name and number of your council (or assembly)
  - c. EIN numberRequest that the IRS be contacted to activate your EIN number. It may take a week or two at which time you will be contacted to let you know it has been activated.
6. After receiving notification from Supreme, click on <http://epostcard.form990.org/>
7. Select “Step 2: Create your Form 990-N (e-Postcard)”
8. The required information:
  - a. Enter and verify a password (your own choice)
  - b. Make a copy of the password which you will need later
  - c. Enter your first and last name
  - d. Enter your email address and verify
  - e. Enter your telephone number
  - f. Click on “Next>>” button
9. If the request is successful, you will receive an email message containing a link that will allow you to activate your login ID and create your ePostcard
10. After receiving the email, click on the link
11. Enter password created previously (8b above) and click on “Next>>” button
12. Once your Login ID is activated successfully, you can click on the “Create your Form 990-N (e-Postcard) Now” button
13. Information required:
  - a. Tax year period beginning and ending dates
  - b. Organization terminated? (yes or no)
  - c. Gross receipts normally \$25,000 or less? (yes or no)

- d. Organization's legal name "Knights of Columbus" (default)
  - e. EIN (default)
  - f. Click on "Next Page" button
  - g. DBA (Doing Business As): enter your organization's name m(such as Pius X Council 12345)
  - h. Mailing address
  - i. Organization's website address (if applicable)
  - j. Principal Officer's Name and Address
  - k. Important – click on "Save Changes" button before proceeding further
14. Click on "Submit Filing to IRS" button if you are certain that the information is correct
  15. You should receive a message of congratulation stating that information has been submitted to the IRS
  16. After approximately 30 minutes you should receive an email indicating whether your e-Postcard was accepted or rejected by the IRS
  17. If accepted, you are done for the year. Save the email receipt for your records
  18. If rejected, the email will contain instructions on how to correct the problem.